

**SCHEDULES** - Use this event to file the original Schedules and Statements of Affair that were not filed with the Petition.

**STEP 1** Click on **Bankruptcy** on the **Main Menu** then click on **Miscellaneous**.



**STEP 2** The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It has a title bar that says 'Case Number'. Below the title bar is a text input field containing the number '03-20826'. At the bottom of the screen are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

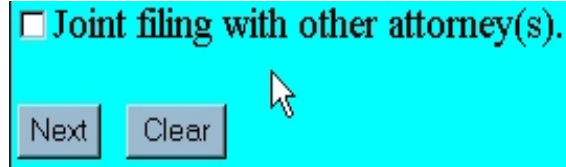
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document** being filed screen displays.

A screenshot of the 'select type of document' screen. It shows a list of document types: 'Schedules/Statements', 'Section 304 Petition', 'Statement of Financial Affairs', 'Statement of Intent', 'Stipulation', 'Subpoena to Witness', 'Suggestion', and 'Summary of Schedules'. A mouse cursor is pointing at 'Section 304 Petition'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

- ◆ Using up and down arrows to the right of the box, scroll the options to highlight the type of document being filed.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



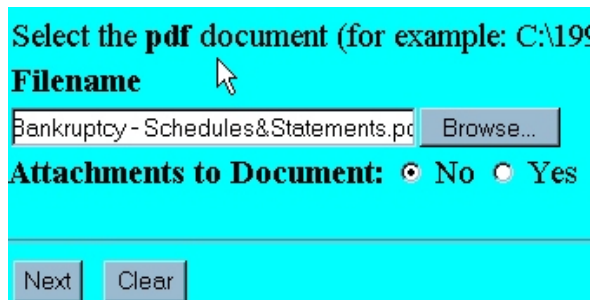
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



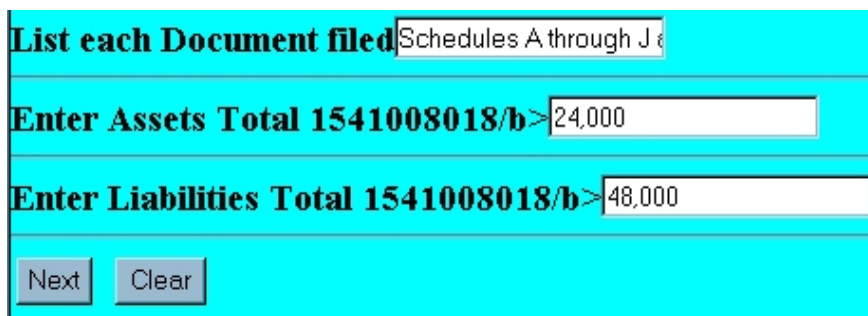
- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.



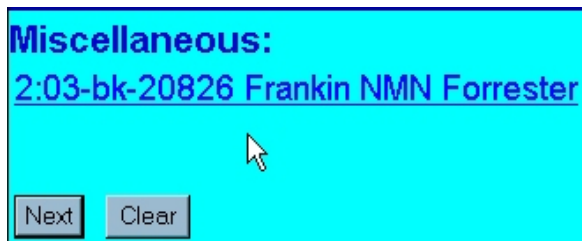
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

**STEP 7** The **List Document, Total of Assets and Total of Liabilities** screen displays.



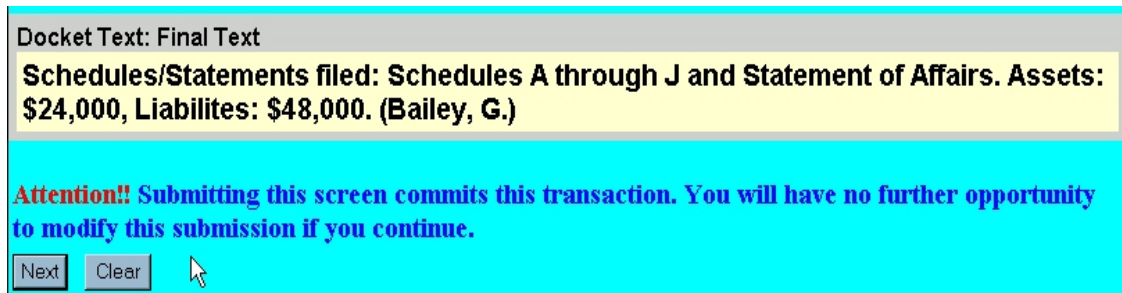
- ◆ Type name of each document filed (e.g., Schedules A, B, C, D, E, F, G, H, I, J, Statement of Affairs, Notice of Intent, etc.).
- ◆ Type **total amount of assets** (illustration above contains numbers instead of the dollar sign after the word 'Total' in the training database only - live database displays the \$ sign).
- ◆ Type **total amount of liabilities** (illustration above contains numbers instead of the dollar sign after the word 'Total' in the training database only - live database displays the \$ sign).
- ◆ Click on the **Next** button.

**STEP 8** A case **Verification** screen displays.



- ◆ Verify that you are working in the correct case.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Brower's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/1/2004 at 3:56 PM EST and filed on 3/1/2004

**Case Name:** Frankin NMN Forrester

**Case Number:** [2:03-bk-20826](#)

**Document Number:** [14](#)

**Docket Text:**  
Schedules/Statements filed: Schedules A through J and Statement of Affairs. Assets: \$24,000, Liabilites: \$48,000. (Bailey, G.)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Schedules&Statements.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/1/2004] [FileNumber=12043-0] [6bfddb149535ce9bba415f1cddd2d1d5c2e70425ff34ed9937da1e6d0886ac73fa3b9d98107a54de1420ce91dd36611da6d9d7e255a78ef53a16a99f630ffda8]]

**2:03-bk-20826 Notice will be electronically mailed to:**

GJB Attorney ,

G. J. Bailey atygjb@attorneymail.com, mysecretary@attorneymail.com;myparalegal@attorneymail.com

student2 student2@aol.com